# City Commission Meeting Valley City, North Dakota

## Tuesday, July 20th, 2021

President Carlsrud called the meeting to order at 5:00 PM.

Members present: President Carlsrud, Commissioner Magnuson, Commissioner Bishop, Commissioner Erickson, and Commissioner Gulmon

Others City Administrator Crawford and City Attorney Martineck, Finance Director Richter, Administrative Assistant Johnson, Deputy Auditor Klein, Police Chief Hatcher.

#### Pledge of Allegiance

#### Oath of Office for Police Officer Christopher Burk

#### Approval of Agenda

No Changes.

#### Approval of Minutes

Commissioner Bishop moved to approve the minutes from the July 20th, 21st and 27th meetings, seconded by Commissioner Erickson. Motion carried.

#### Approval of Consent Agenda

* **Approve Monthly Reports from the Fire Chief, Building Inspector, Auditor, Municipal Judge and Public Works Accountant.**
* **Approve Monthly Bills for the City and Public Works in the Amount of $1,986,631.23**
* **Approve Application for a Raffle Permit for Barnes County Ducks Unlimited on September 23, 2021 at the Eagles.**
* **Approve Application for a Raffle Permit for Hi-Liner Booster Club from July 27, 2021-June 30, 2022 at Hanna Field and the Hi Liner Activity Center.**
* **Approve Application for a Raffle Permit for VCSU Foundation from August 4th, 2021-June 30th, 2022 at Lokken Stadium/Shelley Ellig Field, W.E. Osmon Field Houser and Brockopp Brewing.**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson. Motion carried.

#### Resolutions

**Approve Resolution 2305, a Resolution Accepting Bids and Awarding Master Lift Station Upgrades Project.**

Chad Petersen reported one bid was received from Swanberg Construction at $464,000. The engineer’s estimate was $216,000. After reviewing the bids with city staff and public works the recommendation was to reject all bids and to rebid in October for 2022 construction.

Commissioner Gulmon motioned to accept the bid, seconded by Commissioner Erickson.

Roll Call: Gulmon-nay Bishop-nay Magnuson-nay Erickson-nay Carlsrud-nay

Motion rejected.

#### New Business

**Approve Policy Manual Change.**

City Attorney Martineck stated the request is to update the definition of eligible family member to follow the state administrative law. That would be to add parent, including mother and father-in-law, a child regardless of whether a dependent and a domestic partner or significant other. Currently an employee can use a maximum of 40 hours for care for a family member.

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon. Motion carried.

**Approve Applications for Property Tax Exemption for Improvements at the following addresses:**

* 1. **220 9th Ave NW**
  2. **1049 5th Ave NW**
  3. **1035 5th Ave NW**
  4. **1019 5th Ave NW**
  5. **645 12th St NW**
  6. **715 12th St NW**

City Assessor Hansen stated Valley Bridges properties has invested quite heavily in Valley City. These represent a small token of what has been purchased and they are doing quite a bit of improvements on them. City Assessor Hansen recommended approval.

Commissioner Erickson moved to approve, seconded by Commissioner Magnuson. Motion carried.

**Approve Preliminary Budget.**

Finance Director Richter stated we had 2 early morning meetings in July for budget preparation. We worked through our mill levy and expenditures and we ended up with a 4.51 mill increase which brings us back to what our 2019 mill levy was. In 2019 it was at 76.85 mills, in 2020 we were able to reduce that by 4.51 mills using covid cares funds so with this increase we are bringing it back to where it was prior to the CARES funds.

Commissioner Gulmon added that this process was started needing to increase 16.79 mills so a lot of work has been done and some sacrifices in areas to get where it is now. We’re transferring $66,100 from electric fund and keeping the percentage of gross revenue at 12.2%. We’re utilizing additional city sales tax for the relief fund for this budget. We are also proposing a 4% COLA for our employees along with their step increases. 51% of this budget goes to public safety and we appreciate all the work from Gwen, Avis, Brenda and all the Commissioners though the process all while were projecting a 30% cash reserve.

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson. Motion carried.

**Approve Revised Road Maintenance Agreement with Valley Township Regarding 35th St SE.**

City Administrator Crawford stated the only thing that changed was that we were previously just going to the entrance of the Transfer Station but now we are going to the entrance of the to the grass clipping and tree branch entrance.

Commissioner Bishop moved to approve, seconded by Commissioner Erickson. Motion carried.

**Approve Offering for Sale Lots 63-3450012 and 63-3440047.**

This item was tabled to a future meeting.

#### City Administrator’s Report

**City Administrator Crawford** reported there was a meeting with Waterfront Meadows to get some things worked out. I was asked to talk to our realtors about our incentives are so they are aware and can help get the word out. Work started on Hanna Field parking lot. Lee retired from Public Works.

#### City Updates & Commission Reports

**City Assessor Hansen** stated she will be out next week at the State Equalization meeting and Assessor Association Training.

**Chad Petersen from KLJ** reported 7th Ave and 2nd Ave work is progressing. We are still waiting for an update on seeding. 7th Ave and 4th St the underground is being worked on. We’re hoping for end of August for paving. 2nd Ave Se they are coming in to do the mill and overly by Pizza Corner and the heat plant. Love’s contractor is supposed to be coming in to get working on the ditch clean up and erosion mitigation along the roadside.

**Commissioner Gulmon** we had a very positive meeting regarding our budgets for the general funds and Public Works. Revenues are running ahead of budget and expenses are below budget amounts.

**Commissioner Bishop** welcomed Chris to the Police Department and thanks to all the Police Officers and Fireman.

**President Carlsrud** gave his best to Lee. Think before you throw, please find appropriate places to get rid of your garbage. Thank you to all you folks that have contributed to the budget work and also all the employees that are working in the heat.

#### Adjourn

Meeting was adjourned at 5:37 P.M.

Attested to by:

Avis Richter, Finance Director Dave Carlsrud, President of the

City of Valley City City of Valley City Commission